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Headquarters

FILE 04M(MAG)

EMPLOYEE BULLETIN

#337

19 December 1972

THE MANAGEMENT ADVISORY GROUP

1. In June 1969, the Director established the Management Advisory Group (MAG) to provide an additional vehicle for advice and assistance. MAG reports to the Director via the Executive Director. This vertical communication on Agency-wide issues is outside of formal channels but in no way replaces command and staff assistance available to the Director.

2. MAG has no formal production responsibilities. Its primary purpose is to identify and make recommendations about issues and problems arising out of the Agency's organization and practices. Although most of the MAG effort relates to self-generated topics, the group does consider topics of current interest to management. In addition, MAG welcomes and has acted on suggestions from individuals. Some of the matters addressed by MAG have included personnel policies (fitness reports, promotion rates, and retirement procedures), management training for supervisors, the need for better communications between management and all employees (e.g., the State of the Agency Message), minority employment, and the possible duplication of some functions between directorates.

3. MAG is composed of fourteen officers who serve a one-year tour. There are three members selected from each directorate and two from the DCI area. The members are chosen from the age group 30 to 45 and from GS grades 12 through 16. Members have had experience in Agency-wide issues and activities or strong interest in these areas. The group meets for one all-day session and one or more evening sessions per month. MAG is free to request any speaker or written material pertinent to its work.

MORI/CDF Pages 15 & 16

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4. MAG solicits the views and suggestions of Agency employees. MAG is not the appropriate body to hear specific personal employee grievances since there are grievance procedures already available. Rather, MAG seeks ideas which would improve the quality of the Agency's performance by affecting its personnel, its structure and methods of operation, or its external relations. An employee wishing to make a suggestion should send it to MAG, 7-D-59 Headquarters Building, or contact a MAG member from his directorate. All contributions and their authorship will be kept confidential to the extent that the contributor desires.

5. Anyone interested in membership on MAG or anyone interested in contacting MAG members from his directorate can obtain additional information from his component administrative officer.

APPROVAL TO PUBLISH:



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JOHN W. COFFEY
Deputy Director
for Support

20 DEC 1972

DISTRIBUTION: All Employees

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Executive Registry

172-6383

~~10 October 1972~~

~~MEMORANDUM FOR: Executive Director/Comptroller~~

~~SUBJECT: Revised Headquarters' Notice on MAG~~

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5. Anyone interested in membership on MAG or anyone interested in contacting MAG members from his directorate can obtain additional information from his component administrative officers, ~~or by calling~~

~~6. Operating officials and supervisors are urged to circulate this notice among their employees.~~

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